

## **IMMEDIATE PAST PRESIDENT**

### **I. STATEMENT:**

The immediate past president is an honorary member of the Council without payment of dues. She shall be the chairman of the Handbook and Bylaws Committee, Nominating Committee Advisor, advisor to the Policy Committee, is responsible for the training of new members, and shall install the new officers of the Council. She is a member of the Executive Board and the Executive Committee.

### **II. DUTIES:**

- A. To attend all meetings of the Council, the Executive Board, and the Executive Committee.
- B. To be familiar with WSLC Bylaws, General Membership Standing Rules and Executive Board Standing Rules.
- C. To act as chairman of the Handbook and Bylaws Committee.
- D. To serve as an advisor to the Policy Committee.
- E. To serve as an advisor to the Nominating Committee:
  1. She has voice but no vote.
  2. To deliver copies of the job descriptions for the elected officers, and completed members interest forms to the committee.
- F. To return to the President the members interest forms upon completion of the work of the Nominating Committee.
- G. To install the newly elected officers at the Biennial Installation Luncheon and present them with their respective job descriptions.
- H. To deliver a file containing all materials pertaining to the work of this office, including this job description, to the Policy Chair.

### **III. PROCEDURES:**

- A. Handbook and Bylaws Committee Chairman:
  1. Study and recommend any necessary amendments to the bylaws with the committee members and see that such amendments are incorporated into the Member Handbook. (Amendments require a 2/3rds vote of delegates present, provided notice has been given at the previous meeting.)
  2. Obtain at least three competitive bids for the printing of the handbook, which is to be distributed no later than January.
  3. Incorporate into the handbook any deaths of past presidents, names of new officers, committees, alphabetized names of organizations and any amendments to the Bylaws, Articles of Incorporation and General Membership Standing Rules.
- B. Nominating Committee advisor:
  1. Meet with the seven Nomination Committee members after their election by the Board of Directors in the October meeting of the second year of the biennium to advise them on the following:
    - a. Selection of a chair.

- b. Date that nominees are to be presented to the Council (Three weeks before the biennial business meeting and luncheon).
  - c. Political structure of the Board of Directors.
  - d. Qualifications of the nominees according to the respective job descriptions.
  - e. Lists of members.
  - f. Member interest forms.
2. Meet with the committee regularly until the nominee slate is completed.
- C. Plan with the President a time for the training of new members during the first year of the biennium.
- 1. Plan for a presentation of member responsibilities during the Council General Session at the October meeting.
  - 2. During the year at the direction of the president, remind the members of their responsibilities in regard to committee membership, voting in committees, etc.
- D. Installation of new officers:
- 1. Prepare the installation ceremony and install new officers at the biennial luncheon and present each officer with a job description.

#### **IV. BIENNIAL REPORT:**

File a written report of the work of the immediate past president to be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and the remaining three (3) to be distributed to the President, Recording Secretary and Historian.

#### **FOR REFERENCE:**

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

Drafted August 2013  
Adopted March 19,2014

